



Verification	Originator	Approved	Issued
Initials	MRA	ST	ST
Date	9/29/14	12/15/2014	12/15/2014

### Title: COFL-GTL-EP-4.4.6-2 Contractor Management Procedure

**Person responsible:** Regional Wastewater Facility Manager

**Area of application:** George T. Lohmeyer Wastewater Treatment Plant (GTL)

**Document location:** [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)

#### Revisions

Rev. No.	Date	Description
001	8/7/15	Minor updates to document.
002	7/19/16	Added Contract Administrator to the procedure.

#### Recurring action items

Activity	Responsibility	Frequency
1. Identify contractors / suppliers that can be affected by the ESMS requirements.	Regional Wastewater Facility Manager	Prior to and during contract execution or as needed
2. Ensure contract documentation incorporates ESMS requirements.	Regional Wastewater Facility Manager / Procurement Division	During contract development /submittal
3. Monitor relevant training needs for contractors, if appropriate.	GTL Team	Prior to and during contract execution or as needed

#### Procedure Index

1.0 Purpose

2.0 Scope

3.0 Responsibility

4.0 Definitions

5.0 Process



## 6.0 References / Related Documents

### 1.0 Purpose

- 1.1 The purpose of this procedure is to ensure contractor/supplier conformance with all environmental regulations, policies and procedures in effect at GTL prior to any work being performed.

### 2.0 Scope

- 2.1 This procedure is responsive to element 4.4.6 *Operational Control*, of the ISO 14001:2004 standard and covers operations of the City of Fort Lauderdale and its suppliers and contractors related to significant aspects.

### 3.0 Responsibility

- 3.1 **Regional Wastewater Facility Manager** of the City of Fort Lauderdale will establish and maintain this procedure for contractor environmental management. Specific procedures relevant to the work being conducted on the property will be distributed by the **GTL Team to the Contract Administrator**.
- 3.2 **Contract Administrator and/or Regional Wastewater Facility Manager**
  - 3.2.1 Will submit a purchase requisition to the Procurement Division with a contractor completed **COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** attached for all projects/purchases identified as having potential environmental impacts (see Section 5.6) on significant aspects (i.e., on-site work by contractors/suppliers, chemical purchases).
  - 3.2.2 Will coordinate any activities needed to satisfy concerns relating to the **COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist**.
  - 3.2.3 Will review the **COFL-GTL-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** and form. This approved form along with the written recommendation for award will be sent to the Procurement Division.
  - 3.2.4 Will assume full responsibility for contractor conformance on contracts with contractors/suppliers which do not follow the normal requisition process (i.e. emergency purchases). Will communicate ESMS awareness to contractors, suppliers and vendors to address Contractor ESMS Training. (See 5.8 below) This activity will be documented via **COFL-GTL-ED-4.4.6-5 (F) Contractor Management Checklist For Emergency Purchases**.
- 3.3 **Procurement Division**
  - 3.3.1 Will employ this procedure as of 10/6/2014. Contracts in place prior to 10/3/2014 will be grandfathered until contract renewal.
  - 3.3.2 Will ensure that when a review of the environmental aspects is required by the



**COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist**, the solicitation connected to any contract activity (i.e., ITB, RFP, Request for Quotation) may include the following documents:

- a) **COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** (completed copy)
- b) **COFL-GTL-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** with form

- 3.3.3 Will develop language and place in the solicitation to:
- a) Require contractors/suppliers to include in submitted pricing any costs associated with activities to ensure environmental compliance and minimize environmental impacts per City of Fort Lauderdale GTL ESMS requirements.
  - b) Require bidding contractors/suppliers who mark any section of the **COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** in the affirmative will need to complete the **COFL-GTL-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** form and return with the written quotation.

## 4.0 Definitions

- 4.1 Refer to **COFL-GTL-EP-4.4.4-2 ESMS Related Definitions Procedure**
- 4.2 **COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** - a checklist completed by the GTL Team to define the activities and evaluate the potential for environmental issues on the City of Fort Lauderdale GTL. The **COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist** will be referred to as the "**Checklist**" in this procedure.
- 4.3 **COFL-GTL-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** - a set of materials that provides an overview of the City of Fort Lauderdale's ESMS, including the policy and general environmental requirements. Specific procedures and work instructions relevant to the work being conducted on the property will be distributed by the GTL Team. The **COFL-GTL-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual** will be referred to as the "**Activities Manual**" in this procedure. The **Activities Manual** also outlines the requirements for submitting the form included in the back. The form is completed by a prospective contractor/supplier, upon request. The information provided will outline the work to be undertaken and the method(s) for minimizing and managing environmental impacts.

## 5.0 Process

- 5.1 Contractors/suppliers will comply with this procedure as of 10/6/2014. All contracts in place prior to 10/3/2014 will be grandfathered until contract renewal.
- 5.2 Regional Wastewater Facility Manager will submit a purchase requisition to the Procurement Division with a completed **Checklist** attached for projects/purchases identified as having potential environmental impact on significant aspects that may affect GTL (i.e., work by on-site contractors/suppliers, chemical purchases). The Regional Wastewater Facility Manager should review the details of the project and coordinate any activities needed to satisfy concerns relating to the **Checklist**.



- 5.3 If the project/purchase will not have a potential environmental impact on significant aspects (i.e. parts purchases, office furniture), the purchase requisition will follow regular purchasing procedures and the **Checklist** does not need to be filled out. If the Supervisor is unsure if the project/purchase will have an environmental impact, the **Checklist** will be attached to the requisition requesting that an **Activities Manual** form be included with the solicitation documents.
- 5.4 The Procurement Division will review the **Checklist** submitted with a solicitation connected with a contract activity (i.e., ITB, RFP, Request for Quotation) for items marked “Yes” indicating an environmental impact can occur. A request for additional information will include the following documents:
- a) **Checklist** (Copy)
  - b) **Activities Manual** (form)
- 5.5 The Procurement Division will forward the submitted / completed **Activities Manual** form to the Supervisor for review.
- 5.6 The GTL Team will review the **Activities Manual** form from the prospective Contractor/Supplier to determine if the significant environmental aspects (see Section 3.2.1) have been addressed and if standards set by the ESMS have been fulfilled.
- 5.6.1 If the submitted form is inadequate, the GTL Team will contact the prospective Contractor/Supplier to request more information to complete the **Activities Manual** form.
- 5.7 Once the **Activities Manual** form has been reviewed and approved, the GTL Team will forward the original to the Regional Wastewater Facility Manager of the City of Fort Lauderdale and to the Contractor/Supplier. The original will be maintained on file in the Regional Wastewater Facility Manager.
- 5.7.1 The Procurement Division will maintain a copy of the **Checklist** and the **Activities Manual** form as a part of the contract documents.
- 5.8 **Contractor ESMS Training**
- 5.8.1 ESMS awareness communication for Contractors, Suppliers and Vendors will be achieved by incorporating an informative video on the Procurement Services website located at <http://www.fortlauderdale.gov/purchasing/index.htm> describing the City of Fort Lauderdale ESMS. At the vendor registration and solicitation notification page; vendors are directed to read the letter to vendors/bidders describing the City of Fort Lauderdale ESMS.
- 5.8.2 The intent of the ISO 14001 standard is to consider how contractors, suppliers and vendors might affect the ability to manage *Environmental Aspects*, achieve *Objectives, Targets and Programs*, and otherwise comply with applicable *Legal and Other Requirements*. The City of Fort Lauderdale established *Operational Controls* that document procedures or Work Instructions, contract agreements and **communicate** them to contractors and suppliers as appropriate. See **COFL-GTL-EP-4.4.2-1 Competence, Training and Awareness Procedure**.



## 6.0 References / Related Documents

- 6.1 COFL\_GTL\_EP\_4\_4\_6\_1\_Operational\_Control\_Procedure
- 6.2 COFL-GTL-ED-4.4.6-3 (F) Contractor Management Environmental Checklist
- 6.3 COFL-GTL-ED-4.4.6-4 (F) Contractor Management Environmental Activities Manual
- 6.4 COFL-GTL-ED-4.4.6-5 (F) Contractor Management Checklist for Emergency Purchases and Training
- 6.5 COFL-GTL-EP- 4.4.2-1 Competence, Training and Awareness Procedure